

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on August 20, 2009 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, TONY THEISEN

EXCUSED: PAUL SCHIERL

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); and FREDERICK J. MOHR, (Attorney at Law representing Brown County)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Hickey, seconded by Kegel, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the July 16, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

There was no one present to speak.

CLOSED SESSION

Motion by Theisen, seconded by Pletcher, to move into closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility – supervisors unit clarification settlement. **Roll Call:** Aye: Kegel, Pletcher, Buboltz, LaPlante, Theisen, Hickey and Watermolen. **Nay:** None. Motion carried unanimously. **Also Present:** Lynn Stainbrook and Mary Ryan, Lori Denault, Sue Lagerman and Fred Mohr.

Denise Bellmore joined the meeting at 6:40 p.m.

RESUME OPEN SESSION TO TAKE ANY ACTION ON SUPERVISOR UNIT CLARIFICATION

No action was taken.

Bob Rocque joined the meeting at 7:20 p.m.

FACILITIES REPORT

Bob Rocque reported that a new humidifier was installed at the Weyers-Hilliard Branch Library; General Energy was conducting the energy audits at 5 branches and a preliminary report was expected soon. The Ashwaubenon Branch has new landscaping and the eaves on the building will be painted in September. The East Branch has been experiencing air inefficiencies. Bob and his staff will investigate why.

Lynn also reported that the engineering assessment was coming along and felt that the information being received was useful. Points of interest included the library's duct work, air handler, and circuit breaker. Urgency towards lighting was also expressed.

NEW INTEGRATED LIBRARY SYSTEM

Lynn distributed a summary of pricing for an upgrade to a new integrated library system from Sirsi/Dynix and reminded the Board that staff had previously reviewed this product. Advantages include that since this is an upgrade, an RFP would not be necessary; all our current peripherals (cash drawers, automated telephone notification system and renewals, and self-check machines) work with this product; and since the library is already a Sirsi/Dynix customer, they are anxious to keep the library's business and have offered a substantial decrease in cost. Discussion took place. Motion by

Kegel, seconded by Buboltz, to authorize the Director and staff to negotiate with Sirsi/Dynix for a more defined pricing package to bring back to the Board at their next meeting. Motion carried. Further discussion led to obtaining an updated quote from Innovative with the same or similar modules available from Sirsi/Dynix. Motion by Hickey, seconded by Bellmore, recommending that the Director obtain an updated price quote from Innovative so that both products can be reviewed fairly in order to make an informed decision. Motion carried.

Tony Theisen was excused from the meeting at 8:00 p.m.

CENTRAL LIBRARY

Work continues on determining the necessary qualifications for hiring an architect for architectural and engineering services for the Central Library.

ACCOUNTANT'S REPORT

a. **Financial Report** A financial report was not available. Lori Denault distributed a sample financial report from the County's new financial system. The new format is simpler and easier to follow.

b. **Acceptance of Gifts Grants and Donations** Motion by Kegel, seconded by Pletcher, to approve the July, 2009 Gifts, Grants and Donations as follows:

July 2009

Gifts & Donations

Raymond Mroczynski-In Memory of Phyllis T. Mroczynski	170.00	Pulaski Materials
Ann Kapitz	300.00	SW Materials
Bettinger - In Memory of June and Ivyl	25.00	Adult Materials
Friends of the Brown County Library	75.00	Kress Barbie Program
BCL Sunshine Fund - In Recognition of Sandy DeMoulin	40.00	Large Print Materials
Anonymous	5.00	Local History Materials
Constance Crites - In Memory of Phyllis T. Mroczynski	100.00	Pulaski Materials
Edward Wacek - In Memory of Elizabeth Wacek	100.00	Central Materials
Friends of the Brown County Library	319.23	Kress Display Board
Friends of the Brown County Library	512.64	East DVDs
BCL Staff - In Recognition of Sandy DeMoulin	45.00	Large Print Materials
Ashwaubenon	55.94	Donation Box
Bookmobile	8.01	Donation Box
East	40.30	Donation Box
Weyers/Hilliard	45.97	Donation Box
Central Circulation	72.63	Donation Box
Kress	15.77	Donation Box
Adult Services	16.74	Donation Box
Pulaski	13.10	Donation Box
Southwest	15.85	Donation Box
Wrightstown	20.55	Donation Box
Total Donations	\$ 1,996.73	

Federal & State Grants

Nicolet Federated Library System	\$ 3,125.00	Database Grant
Total Grants	\$ 3,125.00	

Motion carried.

BUDGET

a. **Budget Transfer: reallocation of donation expense**

Motion by Bellmore, seconded by Pletcher, to approve request to reallocate funds from Supplies in the amount of \$2000 to the Contribution Account for BCL Foundation contribution in the amount of \$1400 and to the Rental Space Account to cover increased property taxes for additional space at the Wrightstown Branch in the amount of \$600.

Motion carried.

b. Budget Transfer: Self-Check Machines (Ashwaubenon and 2nd for Kress)

Discussion took place on the need of automated services and the importance of utilizing technology to improve the effectiveness and efficiency of the library as well as the importance of staying current with technology. Kim La Plante asked if this money shouldn't be spent on books instead. While increasing the library's book collection is also of great importance it would be desirable to see an annual increase in the book budget rather than a one-time infusion. **Motion** by Kegel, seconded by Buboltz to approve the request to transfer \$40,932 from Fringe Benefits FICA to Outlay Equipment for the replacement of one self-check unit at Kress Family branch and one new self-check for Ashwaubenon branch. **Aye:** Kegel, Pletcher, Buboltz, Theisen, Hickey and Watermolen. **Nay:** La Plante. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

Monthly Update John Hickey reported that he and Denise Bellmore attended the Board meeting. It was told that NFLS would provide the matching funds for the Gates Opportunity Online grant; purchase (2) laptops for each member library for in-library use using funds held in reserve. Mark is also investigating reallocating the \$75,000 LSTA funds to Inn-Reach – a multi-library linking system. John also mentioned that the Executive Committee will be reviewing the reserve accounts. Terry felt the direction being provided from representatives to NFLS is very encouraging and thanked John and Denise for their role.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lynn reported on several IS-related topics including participating in Broadband Fiber Optic grant discussions; replacing half of the UWGB three-year old computers at a time instead of the entire quantity; the possible use of the library's IT Librarian to do some administrative upgrading tasks; the installation of PC Reservation and print management during the week of Aug.24-28; credit card/debit card options to pay for fines online or at the library; the funding of laptops for in-library use by the Friends of the Library; the need to have Office 2007 installed on additional computers as well as the county's computer lab so staff could be trained on the software the public is using; and the provision of a web designer and a trainer for website software by NFLS in time to have training in the Fall 2009.

PRESIDENT'S REPORT

Terry commented that the budget meeting with the County Executive went well noting that it was a good, open discussion. He felt the library's goals and intent were stated well. The lease for the Kress rental space continues to progress and is very encouraging. Terry suggested that Lynn be on the lookout for any grants or funding that could be applied to the purchase of a new integrated library system.

DIRECTOR'S REPORT

- a. Collection Management and Selection
- b. Plan for increasing use of self-checks

Lynn reported that both these reports are works in progress.

Lynn mentioned that the Ed & Rec. committee was impressed with the 500+ programs offered during the Summer Reading Program and commented that the committee had prioritized maintaining library hours and the library's book budget.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Paul Kegel noted that the new library on the St. Norbert College campus was being dedicated on August 30 at 2 p.m. and encouraged the Board to visit the new facility. Carla Buboltz informed the Board that the 'Duck Drop' fundraiser to support the Wrightstown Branch Library will take place on the Fox River in Wrightstown on September 12. Ducks re \$5 each or 5 for \$20.

ADJOURNMENT

Motion by Buboltz, seconded by Bellmore, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 9:10 p.m.

NEXT REGULAR MEETING

September 16, 2009

Kress Family Library Branch

333 N. Broadway, De Pere

6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary